



WEB Editor:

Apex 40 Australia Inc. National Board Position responsibilities:

Within this document:

- a) *Apex 40 Australia Inc. is referred to as the Association;*
- b) *Constitution refers to Rules and By-laws of the Association;*
- c) *all National Board Members should have a reasonable knowledge of the constitution as this covers some of the legal requirements of all the positions on the National Board.*

WEB Master Position:

As the position of Membership is a position nominated by the Board, the holder of this position does not need to register with ASIC.

Position Description and Procedures:

- a) Maintain the Apex 40 WEB site www.apex40.com ensuring privacy for all members.
- b) Maintain files, email user names and email redirections on the Apex 40 Server.
- c) Assist nominated members with other social media platforms including Facebook.
- d) produce flyers for Rorts and other events including forms as requested by the National Board;
- e) Attend National Board meetings either in person or by electronic media (Zoom, email or other electronic method).
- f) Other duties as requested by the National Board

WEB Page and Domains:

The Webmaster:

- 1) must have some knowledge or be guided/trained on the use of CPanel which is located on the Apex 40 webserver;
- 2) must have some knowledge on how to produce a webpage/s and upload it/them to the server;
- 3) may ask the National Board to authorise the purchase software for completing these tasks;
- 4) shall create and delete email users and email forwarders using cpanel, the webmaster will need to understand how this is achieved;
- 5) will need to work with the treasurer when providing online payments on the website;
- 6) will need to provide links to other organisations that Apex 40 has a relationship with;
- 7) must keep updating or refreshing the website including the latest roaring 40's, so the site is relevant;

Facebook:

- 1) Apex 4 Facebook has several administrators, the webmaster being one of them.

Term of Office:

- 1) Our Constitution refers to National Board members "Term of Office".
- 2) The position of WEB Master is for a minimum of one (1) year.
- 3) This is necessary to keep some consistency of operation for the position.



Meeting protocol:

- 1) At times, some of the discussions at a National Board meeting may need to stay within the Board, so please consider what you pass onto members.
- 2) Board members may attend National Board meetings either in person or by electronic media (Zoom, email or other electronic method).

Continuity:

- 1) It is essential that, when a new person is nominated to this position, the outgoing office bearer assists the newly elected person to the position of office.

Correspondence:

- 1) Where possible, all correspondence should be by email to save costs.
- 2) When replying to National Board emails, it is preferred that Reply All is used so that all National Board members are privy to the response.

Member register:

- 1) The constitution refers to information held within our “Register of Members”, please read this carefully.

Legal responsibility of all National Board members:

- 1) All National Board members have certain legal duties to the Association.
Some of the duties are:
 - a) Have a good knowledge of the Constitution, as this covers some of the legal requirements of the positions on the National Board;
 - b) not to make improper use of information acquired by virtue of their position or to make improper use of their position to gain personal advantage or cause harm to the Association;
 - c) take proper care and ensure due diligence;
 - d) exercise their powers in good faith and in the best interests of the Association and for a proper purpose;
 - e) ensure that the Association does not “trade insolvently”.
This means that the committee should not continue to operate and enter into contracts or incur debts that the Association cannot repay.
- 2) If a National Board member makes a business decision relating to the operation of the Association, they must, among other things:
 - a) ensure that decision in the best interests of the Association;
 - b) not have a personal interest in the decision.
- 3) There are also duties under the law that have been in existence for many years. The substance of these common law duties has not changed and must be followed at all times by all National Board members.